



Activate an Existing SIGMA Vendor Self Service (VSS) Account

A. Access SIGMA Vendor Self Service.

1. In an internet browser, enter the URL: Michigan.gov/SIGMAVSS
2. Select **Register**.

Note: SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker in order to access all parts of the site.

B. Search for your account.

1. On the Memorandum of Agreement page, select **Accept Terms**.
2. On the Registration Tips page, select **Next**.
3. On the Search for an Existing Account/Results Found page, enter Company or Individual search criteria and select **Search**.

C. Activate an existing account.

1. Confirm the Legal Name of the existing account displays in the search results.
2. Select the **Click Here to Activate Your Account** link.

Note: If no results are found, refer to the instructions for **New Vendor Registration**.

D. Verify existing account.

1. On the Account Verification page in the Vendor Verification Password field, enter your State of Michigan Contact & Payment Express (C&PE) User ID as your temporary VSS password.

Note: This field must be entered in all capital letters.

2. Select **Submit**.

E. Enter user information.

1. On the My User Information page, enter the required fields.

Note: The password must contain a number, an upper and lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID or the word password.

2. Select **Next**.

F. Submit the activation registration.

1. On the Verify & Submit Registration page, select **Submit Registration**.

Note: The five messages shown are informational messages only.

G. Access SIGMA VSS.

1. On the VSS Home Page, enter the User ID and Password.
2. Select **Login**. Your Account Summary page displays.